

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Establishment of an Overseas Replacement Pool

1. PROBLEM:

Position vacancies of suitable grade and title are not always immediately available for assignment of logistics career employees returning from tours of duty in the field.

2. FACTS BEARING ON THE PROBLEM:

- MB*
- a. No comprehensive long range rotation plan for the assignment of returning field personnel presently exists.
 - b. Complete and accurate information concerning the qualifications of logistics employees and the availability of logistics type position vacancies is not yet available.
 - c. The number of returnees, their occupational specialties and their grades do not always match departmental assignment opportunities.
 - d. Because of lack of immediate departmental assignment, returning field employees are forced to continue to block their original field T/O positions until some undetermined date when permanent assignment action can be accomplished.
 - e. Replacement transfers to overseas positions are often difficult to effect administratively from the departmental area because of returnees still blocking field T/O positions.
 - f. Because the present system does not provide for contact relief, there is not adequate opportunity for the employees to acquaint themselves with their new assignment. The present arrangement does not provide a systematic arrangement for debriefing and training.
 - g. The creation of an intermediate stage in the processing of returning field employees would permit opportunity to analyze the qualifications of the employee and effect his training or retraining, as well as determine his personal desires.
 - h. The establishment of a Personnel Pool as the intermediate stage would further permit the clearing of field T/O's for replacement assignment.

~~SECRET~~
Security Information

i. The establishment of a pool does not increase the on-duty level of Agency Personnel as the incumbents are already regular employees.

j. Personnel ceilings would not be affected, as assignments to the replacement training pool are not permanent.

3. CONCLUSIONS:

One solution of the problem lies in the creation of a flexible T/O holding device for returnee personnel to provide time and opportunity to effect a satisfactory permanent assignment and retraining if necessary.

4. RECOMMENDATIONS:

a. The establishment of a pool of 25 non-titled, non-grade positions.

b. Established pool to be used only as a transitional arrangement for field personnel to provide temporary assignment slots and when necessary, an opportunity to effect through training an alternative assignment other than the employees' particular specialized skill.

JAMES A. GARRISON
Chief of Logistics

LO/AS/MFB:mel (12 November 1953)
retyped 16 November 1953

Distribution:

- 2 - Addressee
- 1 - LO/Official File

~~SECRET~~